

## MARKING, SIGNAGE, AND LIGHTING PLAN REVIEW GUIDANCE 2013-1

**SUBJECT:** Standard Procedure for Marking, Signage, and Lighting Plan reviews by Airport District Office (ADO)/Certification Inspectors and disposition of approved plan documents.

**PURPOSE:** This document establishes a consistent procedure for review and approval of Part 139 airport sign and marking plans and review of proposed changes to airport lighting.

### **DISCUSSION:**

1. Since the certification inspectors are the ones who inspect the Marking, Signage, and Lighting, at the Part 139 airports, it is important for them to review and approve any revisions to these plans as well as review the Project Plans which show the location of signs, markings, and lights at the airport.
2. All Part 139 airports should submit revisions to the Marking and Signage Plans and Project Plans that show locations of the new signs, markings, and lights to their ADO project manager for review. The ADO should submit a copy of these documents to the Certification Inspector for review and approval at least 30 days prior to advertising. This will allow for a 15-day review period by the Certification Inspector.
3. The ADO must submit both Signage and Marking plans and Project Plans that show location of the new markings, signs, and lights to the Certification Inspector for review preferably in a pdf format. This will allow the plan to be reviewed when inspectors are offsite.
4. The Certification Inspector shall review the Project Plans and provide comments consistent with the requirements of AC 150/5340-1, Standards for Airport Markings, AC 150/5340-18, Standards for Airport Sign Systems, and AC 150/5340-30G, Design and Installation Details for Airport Visual Aids, to the ADO. The ADO should then forward these comments, as well as any other ADO comments, to the airport sponsor.
5. The airport sponsor shall send two copies of the final marking and signage plans (11"X17" preferred) that meet the requirements of AC 150/5210-11, Airport Certification Manual (ACM), to the regional certification inspector for final approval and signature. These plans must be submitted separately from the project plans.

The certification inspector will approve and sign the plans, notify the project manager by email of plan approval, copy the approved set to the R drive (R:/5280 Airport Certification/Approved Sign Plans), file one copy in the airport's ACM, and send one approved set to the airport sponsor to file in their ACM.

Approval: W. H. Watson

Date: 10/22/12